



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

5/29/14

Jennifer Snow
113 S. Oak Street
Anamosa, Iowa 52205

Dear Jennifer,

I appreciate your working with me to complete the spot check. Here is the website to check out pac'n'plays that have been recalled to ensure you do not have one that is unsafe-<http://www.cpsc.gov/>

Here is the department's site for training information. This site has approved trainings listed.http://www.dhs.iowa.gov/Consumers/Child_Care/Professional_Development.html

When you read this letter it may seem a bit overwhelming. I would suggest you sit down, take a deep breath and remember you have 30 days to get these items into compliance.

This letter is in regards to the May 27, 2014 compliance check of your Level B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1) q- All dogs and cats have annual examinations. Records of the exams are on file and must verify that routine immunizations are current and animal is free of endo and ecto parasites.

Your pet records were not up to ate. You stated your vet has the new Pet Health Certificate and will be sending that to you. Once you have that you will be in compliance.

☐ 110.5(2) A provider file is maintained and contains:

☐ 110.5(2) b- Certificates or training verification documentation for:

☐ 110.5(2) b- Certification by an approved trainer/organization in infant and child first-aid that includes mouth-to-mouth resuscitation. Certification will be maintained throughout period of registration. If they are unable to locate first aid training that includes mouth-to-mouth resuscitation, they must complete both a first aid course and CPR.

Your certification for Infant and Child first-aid and CPR expired in March of 2014. Take these trainings as soon as possible.

☐ 110.5(2) d- An individual file is maintained for each substitute and contains:

☐ 110.5(2) d- Certification in infant and child first aid that includes mouth-to-mouth resuscitation. If they are unable to locate first aid training that includes mouth-to-mouth resuscitation, they must complete both a first aid course and CPR.

You did not have a certificate for his Infant and Child First-aid for review. Please locate that certificate and let me know the date it expires. If it has expired he will need to take this as soon as possible.

☐ 110.5(9)-The provider meets the following requirements:

☐ 110.5(9) c- Is capable of handling emergencies.

Not currently certified in Infant and Child first-aid and CPR.

Take these trainings as soon as possible.

☐ 110.5(10) Substitutes

☐ 110.5(10) e- The provider maintains a written record of the number of hours substitute care is provided, including
You stated you have not been keeping a record of substitute hours. Make sure you have a monthly
sheet with the name of the substitute and the number of hours substitute care is used.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the
cancellation or revocation of your Child Development Home Registration. **Please take whatever steps
are necessary to completely address each of the violations noted above. It is essential you correct all
above-mentioned violations within the next 45 days.**

☐ Based on the items out of compliance listed above, you will be required to have a recheck or follow
up visit to your home. This visit will occur after the 45 day time period has elapsed.

☐ Based on the items out of compliance listed above, a recheck or follow up visit to your home is not
necessary. However, it is essential you provide documentation to the Department that certifies you
have corrected each of the identified regulatory violations and are now in complete compliance with all
Departmental regulatory mandates. **Please check mark each of the boxes listed above when the
necessary corrections have been completed. By doing so, you certify that you have completed all of
the mandated regulatory requirements contained within each identified section.**

**I certify that I have taken all of the steps necessary to correct each of the identified violations noted
above and am now in complete compliance with all of the Departmental mandated regulatory rules.**

Please sign and date below, and return this form in the provided envelope by: July 15, 2014.

X _____
Signature Date

Please do not hesitate to contact me at DHS at 319/892-6803 if you have any questions regarding this
letter.

Sincerely,

Dale Garlinghouse
Social Worker II

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at Cindy Heck at 319/538-8464.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).